

Procedure Manual



Title: Changes in Construction After Award of Contract	Number: A6Hx2-7.10
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Upon receipt of a written request for a change order, the architect shall prepare the change order in accordance with College format and specify the following:

- Date of notification
- Description of work to be performed
- Reason for change order
- Cost of the proposed change in terms of labor, material, overhead, profit, and other costs
- Additional time, in calendar days, to contract if any.

After securing the contractor's approval, signature, and seal, the architect shall sign, date, seal, and send the change order to the Associate Vice President of Facilities Management. The Associate Vice President is responsible for verifying the documents, the cost figures, and the statements made therein; ensuring that the change order has been prepared in accordance with contract documents; and confirming the necessary funds are available in the project's change order contingency budget to cover the cost of making the change.

The Vice President for Operations shall submit the change order to the President, who shall submit it to the Board of Trustees for action. If the change order is under \$15,000, the President or his/her designee may authorize the work to proceed prior to Board approval.

The Associate Vice President of Facilities Management shall notify the architect of the approval or denial of the request for change. The architect shall notify the contractor.

Recommending Officer's Signature:	Date: 2/27/2013	President's Signature:	Date: 02/27/2013
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